

RECORDS SERIES PROFILE
RECORDS RETENTION SCHEDULE
APPLICATION #900131-03

SCHEDULE #: 90-120

EFFECTIVE DATE: 10/15/90

Agency Code: 460
Agency: State Merit System of Personnel Administration
Creating Office: Eligibility Unit, State Health Benefit Plan

Series
Title/Dates: "Health Insurance Enrollment Forms And Supporting Documentation For Members In Leave Without Pay Status," 1985 and continuing

Access: Closed (OCGA 45-18-19)
Class: Individual

Related To: Applications for enrollment (or change) in health benefit coverage while the employee is in leave without pay status

Arrangement: Alphabetical by the name of member

Retention
Requirement: Administrative: four (4) years

Media: Paper

Disposition
Instructions: Cut off at end of calendar year,
Hold in current files area two (2) years,
Transfer to State Records Center,
Hold for two (2) years, then
Destroy.

This records retention plan gives the State Records Committee approved retention instructions for the named records series by the named creating office.

Edward Weldon
Edward Weldon
Secretary of State Designee

10/19/90
Date